

Clerical and Office Group
Office Machine Operation Series

PRINTING EQUIPMENT OPERATOR II
07/01

Characteristics Of The Class:

Under general supervision, performs complex printing requiring the responsible operation of a variety of machines and equipment; and performs related work as required.

Example Of Duties:

Operates offset printing equipment in the reproduction of single or multicolor printed matter, working to fine tolerances and correct color values; makes offset plates of various types for the platen and offset presses; operates plate maker; operates photostat machines; develops and strips negatives, lineshots and halftones; burns plates; does hand set type composition; mixes colors according to specifications; operates embossing machine and a variety of auxiliary print shop equipment; determines quality and most economical use of paper.

Maintains and performs minor adjustments to equipment; trains personnel as assigned; keeps records as required.

Minimum Qualifications

Training and Experience: Graduation from high school, including two years of technical training in the field of printing; and three years of increasingly responsible experience as an offset printing equipment operator; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of business English, spelling, grammar and punctuation; good knowledge of offset presses and printing materials; good knowledge of simple arithmetic.

Ability to make fine color distinction; ability to identify different types, styles and sizes of prints; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with others.

Skill in the care and operation of print shop machinery and related equipment.

Director of Personnel

Department Head